

CTSI NIH K12 SCHOLAR MULTIDISCIPLINARY PROGRAM APPLICATION INSTRUCTIONS

Note: Please DO NOT submit any supplementary materials (e.g., appendices) as these will not be reviewed. Submit only the requested documents.

The application packet must be:

- Typed using Arial 11 font with 1” margins all around, single spaced, and with adherence to the page limitations specified. Do not delete section headings.
- Searchable: It should be created using text or word-processing software and then converted to PDF. Scanned documents cannot be processed using Optical Character Recognition (OCR) and are therefore not searchable.
- No larger than 4MB. Consider compressing images and/or eliminating color images before converting to a .pdf to minimize file size.
- Submitted in a single .pdf and named using your last name, e.g., “JohnsonK12ScholarApp”. E-mail completed application to mary.gipson@ufl.edu
- Failure to adhere to these formatting requirements will affect your review scoring.

Application Checklist. We must receive all materials electronically (mary.gipson@ufl.edu) by **5:00 pm, Friday, December 11, 2023** in order for your application to be considered. We will acknowledge receipt of all electronic documents by email to you.

Complete application for NIH K12 Scholar Multidisciplinary Program including:

- Application Face Page
- Table of Contents
- Candidate’s CV
- Candidate Statement (2 pp, include specified components)
- Research Plan
- Individual Development Plan
- Training Plan
- Mentoring Plan
- Mentors’ Letters, NIH Biosketches and Mentee Tables
- Chair (required) and Chief (if applicable) Letters of Support
- Example of Written Product by the Candidate
- Statement verifying US Citizenship or Permanent Resident (Green Card) Status

Deadline: 5:00 pm on December 11, 2023

CTSI NIH K12 Scholar Multidisciplinary Program APPLICATION INSTRUCTIONS

I. Basic Data

1. Application Face Page Form. Complete the Application Face Page Form. This is the first page of your application.
2. Follow the format provided for the Table of Contents and number pages sequentially once they are compiled into a single electronic document.
3. Scholar CV. Include your full updated CV, not just your NIH Biosketch.

II. The Candidate's Statement (not to exceed 2 pages)

On 2 pages, and with the below sections as subheadings, please address the following considerations.

Prior training and research record:

- Describe any previous training in clinical and translational research
- Give examples of opportunities you've had to engage in research (basic or clinical); describe your role in these projects.
- Highlight examples of your productivity (e.g., pursuing an original research question, analyzing data, and presenting or publishing your findings). Describe grants, top publications and major honors/awards.

Research goals:

- State your long-term clinical and translational research career goal(s), including the type of research you plan to conduct, the clinical problem(s) your research will address, and the potential impact your research will have on public health.
- Explain how conducting the research project proposed in this application will prepare you to compete successfully for an NIH grant, such as an K Career Development Award, R03, R21, or R01 and provide some scenarios for what that project would be.

Resources:

Describe the resources (space, staff, clinical materials, funds, etc.) provided by your department and mentors, and their adequacy to your career development. Be specific as to amounts that will be available to you for doing research.

Career potential:

- Describe the faculty appointment you will have as of July 1, 2024 and your departmental role over the next 5 years.
- Comment on the leadership role you expect to play in your department and your field in 5-10 years.
- Explain how you will benefit from the CTSI NIH K12 Scholar program and how it will contribute to your career in multidisciplinary clinical and translational research.

III. Research Plan

You should work closely with your mentors on writing the research plan. Follow instructions in [PHS 398](#) and provide a research plan that does not exceed 5 pages. Include a timeline for completion of your K12 Scholar project. Indicate when you will apply for peer-reviewed funding (which must be submitted within 1.5 years of first receiving K12 Scholar funding). A research budget is not requested for this application.

IV. Individual Development Plan

You may use the format and content entered through Myidp.sciencecareers.org. Alternatively, prepare an IDP that minimally contains short term and long term goals (see format).

Each K12 scholar will be required to develop an IDP with their primary mentor(s) and Mentoring Mosaic using the “myIDP” web-based program, with milestones and a detailed timeline as appropriate. The IDP will include the scholar’s career goals, didactic coursework, and their research project goals, e.g., anticipated activities related to the research project such as publications, presentations, meetings or workshop attendance, and applications for career development awards or other grants. Other professional activities planned may include teaching activity, clinical activity (if appropriate), and UF-FSU committee or service activities, including professional societies and community activities.

The IDP must include a detailed plan for translational science education. Please reference the NCATS website regarding translational science principles and characteristics of a translational scientist (<https://ncats.nih.gov/training-education/translational-science-principles>). It must also include a community engagement plan describing community stakeholder engagement in the project development, implementation or dissemination phases and community relevance.

Be sure to review the IDP (and other content of this application) with your mentor(s).

V. Training Plan

Over a 2-year timeline, list specific courses, seminars, workshops or certificates. (Certificate or degree if appropriate). Indicate any off-site training proposed (skills development), and include GCP training (CITI or ACRP).

Please use the table provided to complete your training plan

VI. Mentoring Plan

Please use the format page provided.

VII. Mentor(s’), Department Chair’s and Division Chief’s Statements

Each applicant must propose at least one primary mentor (or two co-primary mentors), each from a different discipline, with at least one mentor who is a clinician-scientist. In addition, K12 scholars should identify additional content mentors to complete the mentor mosaic, and one UF-FSU Developmental Faculty Mentor, with cross-campus mentorship strongly encouraged. Developmental Faculty Mentors are scholars at UF-FSU who successfully graduated from the KL2 or K12 program and have an independent K award but does not yet have independent funding and has a limited track-record of mentoring. Community mentors or citizen-scientist mentors (via UF-FSU CE Program) are always encouraged. The Mentoring Mosaic will meet with the scholar at least bi-annually and will prepare a mentoring report to submit to the KAC and K12 directors every year.

Requirements for the mentorship plan:

- A. The candidate's lead mentor and co-mentor(s) (including development mentors) must each complete a Mentor's Statement *following the format provided and not exceeding the 1 page limit*. Mentors' NIH Biosketches should immediately follow their Mentors' Statements. Table of prior mentees may be a separate page.
- B. The candidate's Department Chair must complete a Statement *following the format provided and not exceeding the 1 page limit*.
- C. The candidate's Division Chief (if applicable) must complete a Statement *following the format provided and not exceeding the 1 page limit*.

VIII. Example of Written Product

Submit a representative research publication (< 10 pages) of your prior work. Include a 3-4 sentence cover note indicating the role you played in the work and in writing it up. Include your assessment of its significance.

IX. Certification of US citizenship or permanent resident (Green Card) status

Provide a statement verifying either your U.S. citizenship or Permanent Resident status. This should be the last page of your application. Individuals who are in the U.S. on a visa are not eligible for the K12 program.



**CTSI NIH K12 SCHOLAR MULTIDISCIPLINARY PROGRAM APPLICATION I.
 A. Application Face Page**

Candidate: (Please type)

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Degrees Held</i>	<i>Gender</i>	<i>UFID</i>
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<i>PO Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Telephone</i>
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Email

<i>Faculty Position at UF if you receive this award (specify rank)</i>	<i>Years at this position level</i>
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<i>College</i>	<i>Department</i>	<i>Division</i>
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Citizenship:

- U.S. Citizen or U.S. Noncitizen National Permanent Resident of U.S (Green card)
 (Visa holders are not eligible to participate in this program)

What is your racial background? Please mark all that apply

- | | |
|--|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Intentionally withheld |

Are you Hispanic or Latino Yes No Intentionally withheld

Are you (Please mark all that apply)

- An individual from an under-represented minority (URM) in science
- An individual with a disability
- An individual from a disadvantaged background

For definitions of terms, please see http://www.ninds.nih.gov/diversity_programs/definitions.htm



Proposed Mentors

<i>Lead Mentor</i>	<i>Degrees Held</i>	<i>College/Dept/Division</i>	
<i>Title</i>	<i>UFID</i>	<i>PO Box</i>	<i>Email</i>
<i>Mentor</i>	<i>Degrees Held</i>	<i>College/Dept/Division</i>	
<i>Title</i>	<i>UFID</i>	<i>PO Box</i>	<i>Email</i>
<i>Mentor</i>	<i>Degrees Held</i>	<i>College/Dept/Division</i>	
<i>Title</i>	<i>UFID</i>	<i>PO Box</i>	<i>Email</i>
<i>Co-mentor</i>	<i>Degrees Held</i>	<i>College/Dept/Division</i>	
<i>Title</i>	<i>UFID</i>	<i>PO Box</i>	<i>Email</i>
<i>Co-mentor</i>	<i>Degrees Held</i>	<i>College/Dept/Division</i>	
<i>Title</i>	<i>UFID</i>	<i>PO Box</i>	<i>Email</i>

Applicant Assurance

By sending this from my computer I certify that I have read and understand the Program Requirements and agree to abide by them if I am selected as a CTSI NIH K12 Scholar.

I certify and agree.



I.B. Table of Contents

	Page
<i>(insert appropriate page numbers)</i>	
I. Basic Data	
A. Application Face Page Form.....	1
B. Table of contents.....	2
C. Scholar CV.....	3
 II. Candidate’s Statement (Not to exceed 2 pages)	
 III. Research Plan (Sections A-E not to exceed 5 pages)	
A. Project Title, Key Words, Research Abstract.....	
B. Specific Aims.....	
C. Background and Significance.....	
D. Progress Report/Preliminary Studies.....	
E. Research Design and Methods.....	
F. Human Subjects.....	
G. Literature Cited.....	
H. Timeline for Completion.....	
 IV. Individual Development Plan	
A. Development plan for Translational Science Education (1 page)	
B. Community Engagement Plan (1 page)	
 V. Training Plan	
VI. Mentoring Plan	
VII. Mentor(s’) and Department Chair/Division Chief Statements	
A. Lead Mentor’s Statement (1 page) and NIH Biosketch.....	
B. Co-mentor(s’) Statement(s) (1 page each) and NIH Biosketch(es).....	
C. Department Chair/Division Chief Statements (1 page each).....	
 VIII. Example of Written Product	
 IX. Verification of Citizenship or Permanent U.S. Residence	



APPLICATION

**II. CANDIDATE'S STATEMENT
(2 page limit)**

Follow the application instructions to address the items listed on pages 2-3 of this application and on the CTSI K12 Scholar website.



III. RESEARCH PLAN (5 page limit for Sections A-E)

The research plan should be described along the lines of instructions contained in PHS 398, and include a research abstract and sections A-G below. The research should be designed to be completed in two years, although a component of the study may involve more prolonged follow-up. Sections A-E should conform to the suggested page limits.

- A. Project Title, Key Words, Research Abstract (1/2 page)
- B. Specific Aims and Hypothesis (1/2 page)
- C. Background and Significance (1 pages)
- D. Preliminary Studies (1 page)
- E. Research Design and Methods (2 pages)
- F. Human Subjects (not included in page limit)
- G. Literature Cited (not included in page limit)
- H. Timeline for Completion (include IRB, subject recruitment, data analysis, publication, grant submission) (not included in page limit)

IV. INDIVIDUAL DEVELOPMENT PLAN (IDP)

Suggested resource for providing your IDP is MyIDP: Myidp.sciencecareers.org

If MyIDP is not used, please provide a personal IDP that includes the following elements:

- **Self-Assessment**
- **Short term career goals: 1 year**
 - Desired skills/competencies
 - How to accomplish (specific training)
 - Resources needed
 - How will achievement be measured
- **Long range career goals: 2-4 years:**
 - Desired skills/competencies
 - How to accomplish (specific training)
 - Resources needed
 - How will achievement be measured



V. TRAINING PLAN
(1 page limit)

The training plan should include all coursework, seminars, workshops and any other learning experiences that the applicant will engage in to further his/her ability to conduct and communicate clinical/translational research. Please be specific – list course names/numbers, seminar titles, etc.

Year	Semester	Training
Year 1	Summer	
	Fall	
	Spring	
Year 2	Summer	
	Fall	
	Spring	



**VII. A: Lead Mentor Statement
(1 page limit)**

Candidate Name:

Lead Mentor Name:

Title:

1. Current and Former Trainees. Fill in the attached table.
2. Please briefly describe the nature and extent of the supervision that you will provide and please briefly comment on the quality of the proposed scholar and on the nature of the multidisciplinary collaboration in the research environment that you will help provide.
3. Please indicate the resources that you will provide to support the candidate's research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

I have read and understand the expectations of mentors for this program, and agree to be the Lead Mentor for the candidate named above in the event he or she is selected.

Signature:

Date:



Candidate:

Lead Mentor:

Please list in chronological order 5 trainees you have mentored in the past 10 years.

Name	Status while in training	Dates	Type of Research
1.			
2.			
3.			
4.			
5.			

VII. B. Co-Mentor Statement

**Include separate statement and table of trainees for each co-mentor
(1 page limit for each mentor)**

Candidate Name:

Co-mentor Name:

Title:

1. Current and Former Trainees. Fill in the attached table.
2. Please briefly describe the nature and extent of the supervision that you will provide and please briefly comment on the quality of the proposed scholar and on the nature of the multidisciplinary collaboration in the research environment that you will help provide.
3. Please indicate the resources that you will provide to support the candidate's research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

I have read and understand the expectations of mentors for this program, and agree to be Co-mentor for the candidate named above in the event he or she is selected.

Signature:

Date:



Candidate:

Co-Mentor:

Please list in chronological order 5 trainees you have mentored in the past 10 years.

Name	Status while in training	Dates	Type of Research
1.			
2.			
3.			
4.			
5.			



VII. B. Co-Mentor Statement
Include separate statement and table of trainees for each co-mentor
(1 page limit for each mentor)

Candidate Name:

Co-mentor Name:

Title:

4. Current and Former Trainees. Fill in the attached table.
5. Please briefly describe the nature and extent of the supervision that you will provide and please briefly comment on the quality of the proposed scholar and on the nature of the multidisciplinary collaboration in the research environment that you will help provide.
6. Please indicate the resources that you will provide to support the candidate's research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

I have read and understand the expectations of mentors for this program, and agree to be Co-mentor for the candidate named above in the event he or she is selected.

Signature:

Date:



Candidate:

Co-Mentor:

Please list in chronological order 5 trainees you have mentored in the past 10 years.

Name	Status while in training	Dates	Type of Research
1.			
2.			
3.			
4.			
5.			

VII. B. Co-Mentor Statement

**Include separate statement and table of trainees for each co-mentor
(1 page limit for each mentor)**

Candidate Name:

Co-mentor Name:

Title:

7. Current and Former Trainees. Fill in the attached table.
8. Please briefly describe the nature and extent of the supervision that you will provide and please briefly comment on the quality of the proposed scholar and on the nature of the multidisciplinary collaboration in the research environment that you will help provide.
9. Please indicate the resources that you will provide to support the candidate's research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).

I have read and understand the expectations of mentors for this program, and agree to be Co-mentor for the candidate named above in the event he or she is selected.

Signature:

Date:



Candidate:

Co-Mentor:

Please list in chronological order 5 trainees you have mentored in the past 10 years.

Name	Status while in training	Dates	Type of Research
1.			
2.			
3.			
4.			
5.			

**VII. C. 1. Department Chair Statement
(1 page limit)**

Candidate's Name:

Chair's Name:

1. Please specifically describe the role that the candidate will have in your department as a leading force in multidisciplinary clinical and translational research after completing the career development award:
2. Please indicate the resources that you will provide to support the candidate's research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).
3. Please include the following statement as part of your letter:

"I support this proposal for a career development award in multidisciplinary clinical research and certify that if he/she is selected as a CTSI NIH K12 Scholar that he/she will spend 75%* of his/her FTE on K12 Scholar didactics, research and other K12 Scholar activities. This 75%* of FTE is based on the scholar's workweek schedule at time of entry into the K12 Scholar program. Any changes to the Scholar's schedule that could infringe upon this 75%* time must be discussed with the K12 Program directorship."

* May be negotiable to a minimum of 50 percent effort/salary support for selected situations, such as clinicians with substantial clinical technical roles who require maintenance of clinical and technical proficiency.

Signature:

Date:

**VII. C. 2. Division Chief Statement
(1 page limit)**

Candidate's Name:

Chief's Name:

Email:

Dept/Division:

PO Box:

1. Please specifically describe the role that the candidate will have in your department as a leading force in multidisciplinary clinical and translational research after completing the career development award:
2. Please indicate the resources that you will provide to support the candidate's research. Be specific as to amount of space, number and kind of staff, clinical and lab resources, and dollars you will make available to the scholar (this has an important impact on our funding decision).
3. Please include the following statement as part of your letter:

"I support this proposal for a career development award in multidisciplinary clinical research and certify that if he/she is selected as a CTSI NIH K12 Scholar that he/she will spend 75%* of his/her FTE on K12 Scholar Program didactics, research and other K12 Scholar program activities. This 75%* of FTE is based on the scholar's workweek schedule at time of entry into the K12 Scholar program. Any changes to the Scholar's schedule that could infringe upon this 75%* time must be discussed with the K12 Scholar Multidisciplinary Program directorship."

* May be negotiable to a minimum of 50 percent effort/salary support for selected situations, such as clinicians with substantial clinical technical roles who require maintenance of clinical and technical proficiency.

Signature:

Date:

CTSI NIH K12 SCHOLAR MULTIDISCIPLINARY PROGRAM

APPLICATION

IX. Certification of US citizenship or permanent resident (Green Card) status

I hereby certify that I am either a citizen of the United States, or hold a United States Permanent Resident Card (Green Card) and am therefore eligible to participate in this program

I certify and agree.